

JOB ANNOUNCEMENT

POSITION: DEPUTY DIRECTOR - HEALTH

Posting# 1051-1115md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - **internet printouts & photocopies are acceptable**

STARTING SALARY: Step 66; \$3,361 bi-weekly - \$87,386 annually

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 4, 2015

CLOSING DATE: November 19, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Manages and coordinates all divisions of the Utah County Health Department including development of administrative and financial programs. Represents the Executive Director at meetings and at other places when he or she is absent. Directly supervises all administrative services.

DUTIES INCLUDE:

Coordinates, plans, develops, recommends, and establishes department-wide administrative and financial programs and procedures.

Develops and monitors the department's planning process.

Oversees the timely billing and collection of all funds, fees, and contract monies owed the department.

Reviews and coordinates all department contracts and grants; performs financial analysis and prepares detailed financial reports as required.

Initiates and coordinates the development of department policies, practices, and procedural protocols for use by department employees.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: public health and legal enforcement issues; effective supervision techniques and program management; State and Federal personnel laws including ADA, FMLA, FLSA, Civil Rights Title VII, Worker's Compensation, and Workplace Harassment; computer applications including word processing, graphics, database, web design, and operating systems; and knowledge of Federal, State, and local government agency operation and regulations related to Public Health Administration, contracts, and finances;

Ability to: deal with and understand large, complex spread sheets; administer systems for accounting, budgeting, financial analysis, personnel, and management information systems; formulate and administer policies and procedures; communicate effectively both verbally and in writing; work with minimum supervision, act independently, and exercise independent judgment when appropriate; and Ability to establish effective working relationships with employees, other agencies, the public, and the media.

REQUIREMENTS FOR EMPLOYMENT: *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.*

Equivalent to a Master's degree in public health, public administration, or business administration (Undergraduate degree in a health-related field is preferred); and Five (5) years management and supervisory work experience in a health-related field. Selected applicants are subject to, and must pass, a full background check. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Incumbent must possess a valid State of Utah driver's license.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.